

Professional & Managerial Branch
Fiscal & Tax Administration Group
Fiscal Series

FINANCIAL REPORTING MANAGER

04/96 (JAS)

Summary

Under general direction, manage division engaged in centralized preparation, combining and analyses of official City financial statements and other designated functional segments of Comptroller Department; act as principal advisor on accounting treatment, verification and documentation of transactions and status of key City funds; serve as primary advisor on expediting standard department operations and resolving related difficulties when Comptroller is unavailable.

Typical Duties

Participate in long and short range operational planning for department and assigned division, and effectively developing and organizing methods and policies for integrated preparation and maintenance of official automated financial reports and accounting records system. Involves: overseeing research and recommendation of new and changed rules and techniques to safeguard overall accuracy, completeness, timeliness and confidentiality of formal fiscal information generated and archived by the Financial Accounting Management Information System (FAMIS) and other related or interfacing automated reporting and recording systems as well as to ensure its compliance with current accepted governmental accounting principles and standards, and federal, state and local statutory requirements; leading cross functional teams or serving as primary liaison with other City departments and outside regulatory agencies to introduce information technology innovations and general administrative approaches which improve the efficiency of the City's financial reporting and fiscal accounting processes.

Coordinate on going overall financial analysis, funds activity, accounts receivable and payroll recording and reconciling, monthly closing of financial records and financial statement preparation. Involves: directing work processes, balancing workloads and expediting work flow of the division; maintaining and controlling chart of accounts, general ledgers and journals; evaluating division operating results for achievement of goals within budget using available resources, and studying and standardizing accounting policies and practices to continuously improve account recording, reconciling, closing and reporting efficiency, and facilitate internal control; monitoring and enforcing adherence of information received and processed to City Comptroller rules and regulations, and other governmental laws and codes; publishing the Comprehensive Annual Financial Report (CAFR) with footnotes, and overseeing or personally performing monthly or other periodic and ad hoc collection, compilation, break down, summarization, comparison and forecasting of accounting and statistical data to mathematically, narratively and graphically depict, estimate and explain the status, fluctuations and trends of actual and budgeted expenditures, revenues and other financial activities pertaining to and influencing the fiscal condition of the City; investigating and solving intricate accounting problems, and acting as internal consultant to other City departments by providing professional accounting advice on issues affecting operating objectives and results such as cost reduction and allocation of funds.

Supervise assigned professional and clerical accounting employees personally or through subordinate supervisor. Involves: scheduling, assigning, instructing, guiding, checking work; reviewing evaluation reports and appraising performance; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; resolving grievances at first and second levels; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related professional administrative and managerial duties as required. Involves: substituting for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations as necessary, referring critical departmental or Citywide policy issues to next higher level of management for instructions; similarly performing any duties of subordinates or coworkers as required; cooperating with investigations of accounting practices by internal and independent auditors and implementing specified corrective measures, and responding to other internal or external requests for information; ensuring proper operation, care and maintenance of equipment, facilities and supplies; recording and reporting division activities and costs, preparing division budget requests, and monitoring and controlling expenditures.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, or Business Administration with a concentration of thirty (30) semester hours in Accounting, a Master's degree with eighteen (18) hours in Accounting or Certification as a Public Accountant (CPA) may be substituted, or related field; plus seven (7) years performing professional level centralized high volume automated general accounting functions for multi division, multi site or similar complex private or government organizations, including

significant responsibility reporting and recording of operating and capital funds status, payroll and accounts receivables activity, or overall financial condition analyses, at least three (3) years of which were in a supervisory role; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: modern accounting and financial practices. Considerable knowledge of: capabilities of accounting and financial information systems comparable to that currently installed; business management, budgetary and statistical techniques. Good knowledge of: generally accepted governmental accounting principles, standards and financial reporting; supervisory techniques. Some knowledge of: municipal fiscal administration and internal control procedures.

Ability to: devise long and short term operations plans and assess results; implement and utilize automated accounting methods to comply with City policy requirements and professional standards; interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations; employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; collaborate with other departments and Comptroller divisions to prioritize and balance functions of own division; establish and maintain effective working relationships with fellow employees and officials; clearly and concisely communicate facts and recommendations both orally and in writing; apply a broad range of mathematical concepts to perform payroll accounting and descriptive statistics calculations; firmly and impartially exercise supervisory authority and enforce established rules and regulations; prepare comprehensive analytical reports and maintain related detailed records.

Skill in operation and care of personal computer, computer terminal and installed spreadsheet, word processing or specialized applications software.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Director of Personnel

Department Head

OFFICIAL